



**WILLIAM  
PATERSON  
UNIVERSITY**

ACCESSIBILITY RESOURCE CENTER • SPEERT HALL 134  
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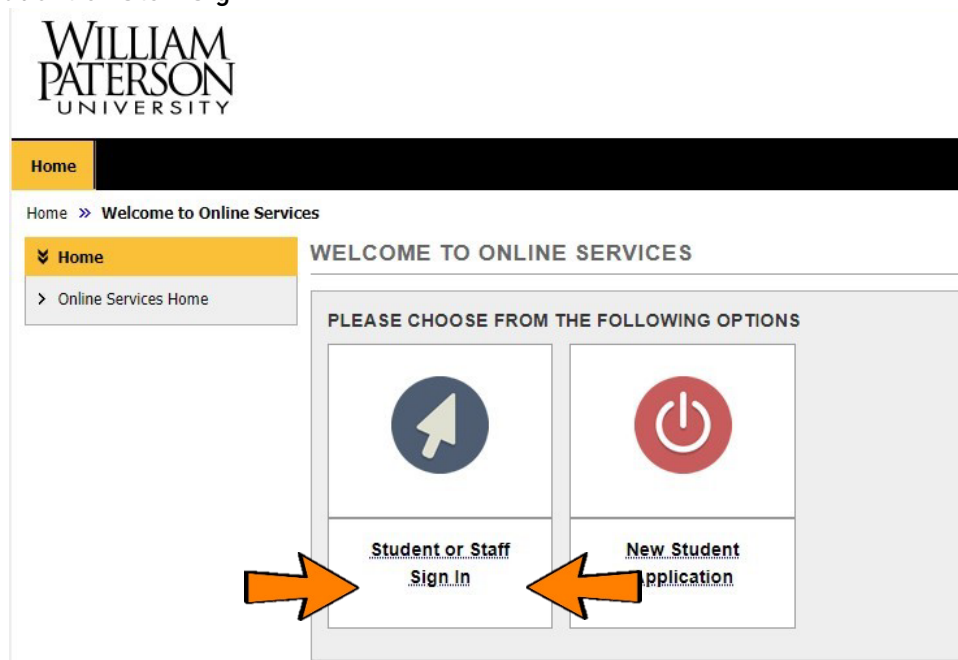
## How to Manage Accommodations at William Paterson University

### Sending out Your Accommodation Letter to Professors

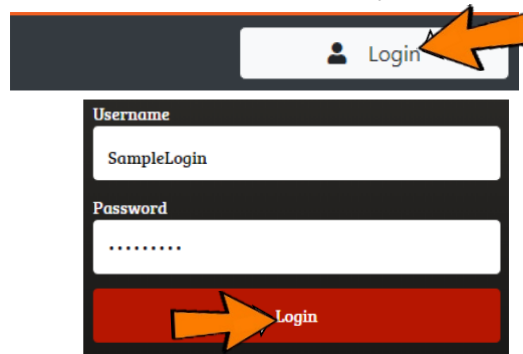
1. Go to the ARC Portal Student Login page  
(<https://www.wpunj.edu/accessibilityresourcecenter/Information-for-Students/arc-portal-log-in-for-students>)
2. Click on Go to ARC Portal image



3. Click on "Student or Staff Sign in"

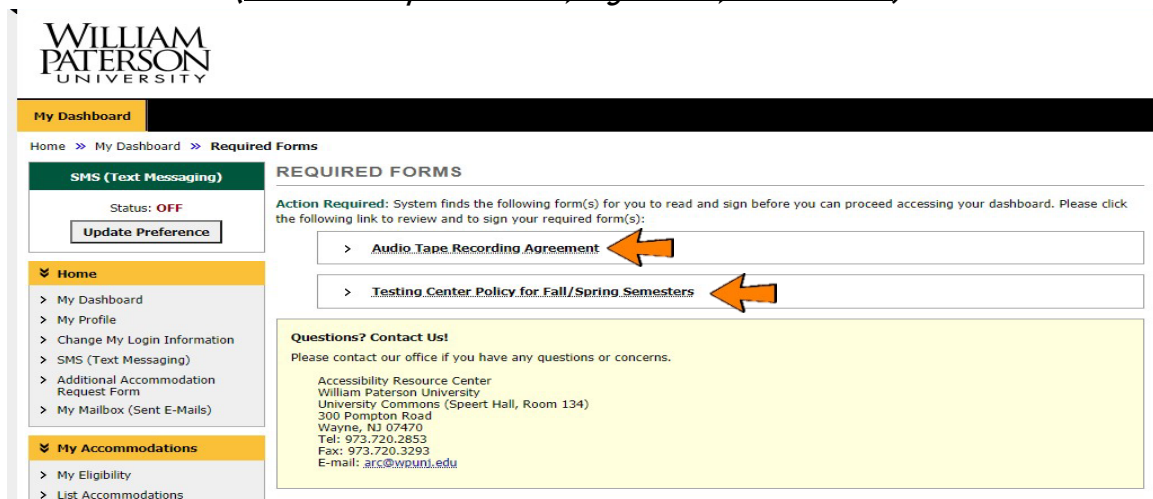


4. Log in by entering your WPconnect username and password (*Please note that your user id is the beginning of your WPUNJ email address before the @ symbol*)



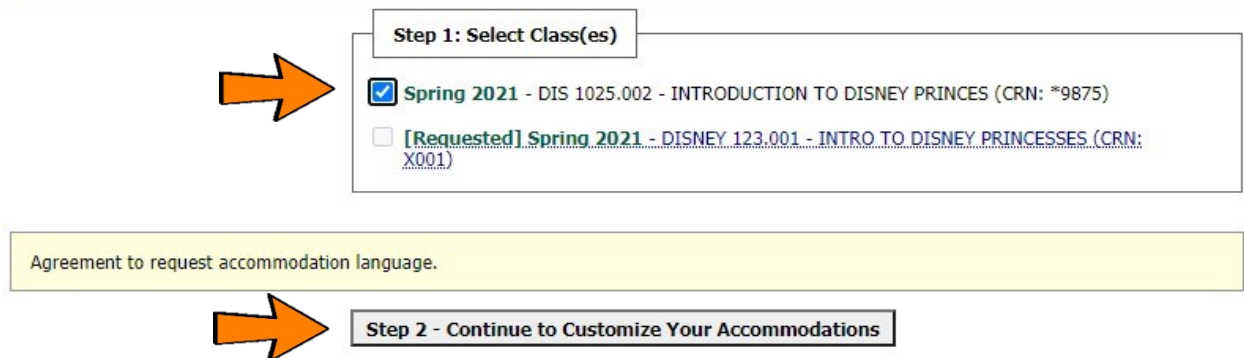
The screenshot shows a login form with a 'Username' field containing 'SampleLogin' and a 'Password' field with masked characters. A red 'Login' button is at the bottom. An orange arrow points to the 'Login' button, and another orange arrow points to the 'Login' text in the top right corner of the form.

5. Read and electronically “sign” any E-form Agreements that appear related to your approved accommodations. (*Click on required form, sign form, and submit*)



The screenshot shows the 'REQUIRED FORMS' section of the William Paterson University dashboard. It lists two forms: 'Audio Tape Recording Agreement' and 'Testing Center Policy for Fall/Spring Semesters'. Orange arrows point to each of these links. The page also includes a sidebar with navigation links and contact information for the Accessibility Resource Center.

6. After you sign any electronic forms required , on screen you will see the header: “Select Accommodations in Your Class”
7. In Step 1: Select Classes, check the boxes for the classes you would like to request accommodations for. Then click on Step 2 “Continue to Customize Your Accommodation”



The screenshot shows the 'Step 1: Select Class(es)' form. It contains two checkboxes: one checked for 'Spring 2021 - DIS 1025.002 - INTRODUCTION TO DISNEY PRINCES (CRN: \*9875)' and one unchecked for '[Requested] Spring 2021 - DISNEY 123.001 - INTRO TO DISNEY PRINCESSES (CRN: X001)'. An orange arrow points to the first checkbox. Below the form is a yellow box with the text 'Agreement to request accommodation language.' and a button labeled 'Step 2 - Continue to Customize Your Accommodations'. An orange arrow points to this button.

8. In Step 2, click the boxes for the accommodations you want to request for each class. You can select all, some, or no accommodations for each course.

\* Please note “Alternative Testing” includes ALL testing accommodations that you have been found eligible for (extended time, reduced distraction etc.).

Click “Submit Your Accommodation Requests” to submit your response.

Final Step: Select Accommodation(s) for Each Class

**DIS 1025.002 - Introduction To Disney Princes (CRN: \*9875)**

Instructor(s): **Maria Block**  
 Days and Time(s): **Not Specified**  
 Date Range(s): **Not Specified**  
 Location(s): **Not Specified (Campus: S)**

☐ Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

**Select Accommodation(s) for DIS 1025.002**

☐ Alternative Format Course Materials    ☐ Alternative Testing    ☐ Audio Tape Recording  
☐ Notetaking Services    ☐ Preferential Classroom Seating

**Submit Your Accommodation Requests**    **Back to Overview**

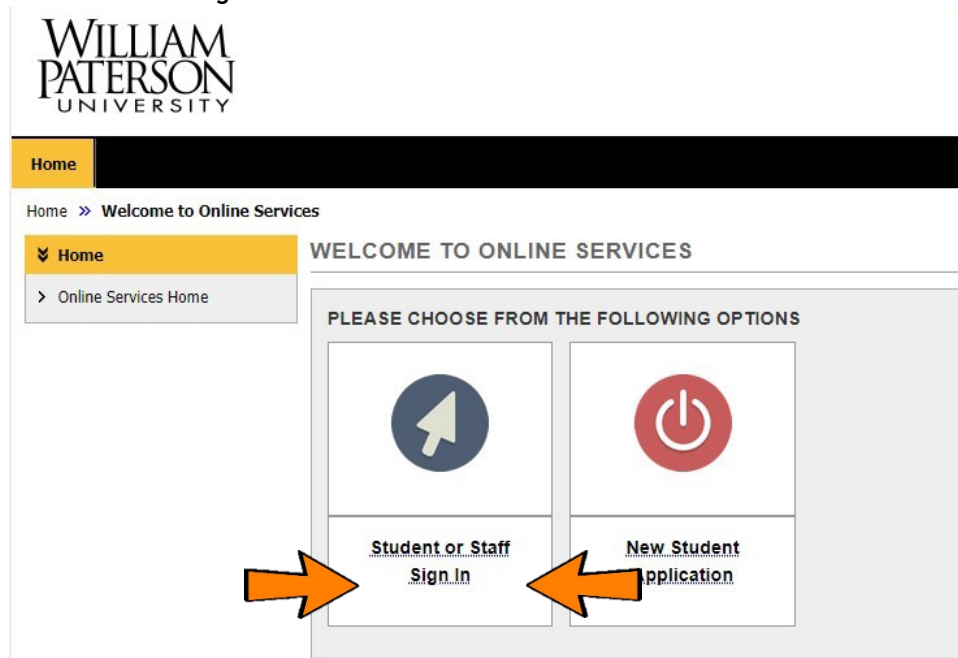
9. Then, you will see a link to print out your Accommodation Letter for each class.
10. Your accommodation will be emailed to your WPUNJ email and your professor(s) Monday through Friday until 4:30 pm.
11. If needed, communicate with instructors during office hours or via email to discuss accommodation details.

## Viewing Approved Accommodation(s) and Descriptions

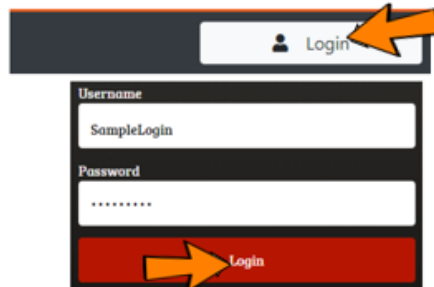
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5. Click on “My Eligibility” on the left-hand side under the header “My Accommodations”



My Dashboard

Home >> My Dashboard >> Overview

SMS (Text Messaging)

Status: OFF

[Update Preference](#)

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Additional Accommodation Request Form
- > My Mailbox (Sent E-Mails)

My Accommodations

- > **My Eligibility**
- > List Accommodations
- > Alternative Testing
- > Alternative Formats

OVERVIEW



PRINTING FACULTY NOTIFICATION LETTER IN PDF

Note: It may take up to **10 seconds** to generate each PDF file.

Select Class: [Select One](#)

[Generate PDF](#)

SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)

Summer 2021

**1**

[View](#)

LIST ACCOMMODATIONS FOR SUMMER 2021

Refine Search Result: [Search All](#)

MY ELIGIBILITY

1. Alternative Formats

▪ *Alternative Format Course Materials*

Students with a documented disability that results in their inability to effectively utilize print materials may need to receive alternatively formatted course materials. ARC will need to be contacted and advised of the materials that would need to be converted. Turn-around time depends on the type and length of material. Minimum time frame is 3 weeks.

2. Alternative Testing

▪ *Extra Time 1.50x*

Extended time 50% on quizzes/exams (including online exams).

▪ *Reduced Distraction Environment*

Reduced distraction environment for testing. This is available through ARC's Testing Center.

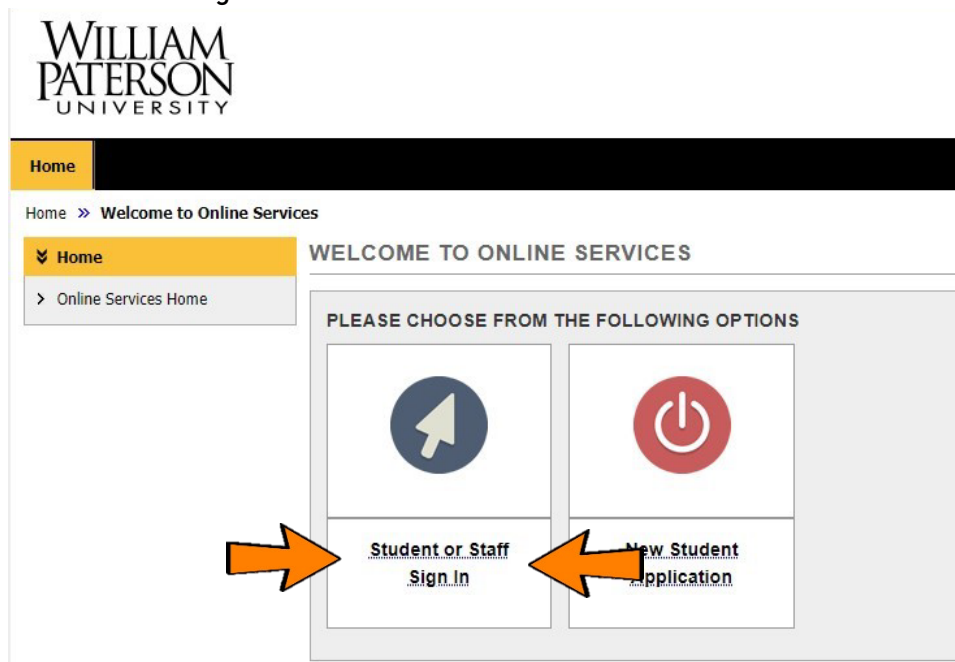
## Editing or Cancelling Accommodation Requests

If you find that you no longer need accommodation(s) for a class, you can cancel the accommodation request by:

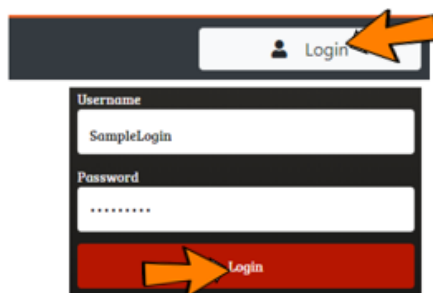
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5. Scroll down on homepage to find class you want to cancel Accommodation Request for
6. Choose "Cancel Request."
7. Indicate reason from drop down menu. (dropped class, no longer need services for this class, etc.)

WILLIAM PATERSON UNIVERSITY

My Dashboard

Home >> My Dashboard >> Overview

SMS (Text Messaging)

Status: OFF

Update Preference

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Additional Accommodation

OVERVIEW

Cancelling Accommodation

Reason to Cancel Services \*: **Select One**

Select One

- AIM Pilot Test - IGNORE
- I do not need services for this class
- I have dropped or withdrawn from this class
- I have withdrawn from the university
- I would like to make changes to my accommodation request
- This Class is a Laboratory or Recitation or PAC

Questions? Contact Us!

Please contact our office if you have any

Accessibility Resource Center  
William Paterson University

8. Click on "Cancel Accommodation Request" to finish process